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Big Changes in 2016

A new chapter is in effect for [RCW 23.95](#) "also known as HUB." Changes have also been made in [RCW 25.15](#) for LLCs.

At the Corporations and Charities Division, we have been updating our website and revamping forms to accommodate the many changes in HUB. This will continue into February, and we will accept old and new forms until all updates have been completed.



Two of the biggest changes are new ways you file annual reports for most entities and the changes that apply to registered agents, including the creation of commercial registered agents.

Another change is the new process for registering and maintaining foreign entities and the use of a single process regardless of the foreign entity type.

During the buildup to the January 1 effective date, we have been very active in providing training to partner state agencies, service organizations and legal firms, as well as the public. At the same time, we have been continuing forward with our replacement system and we are including the law changes there. We anticipate the new system to be available in late July/early August and can't wait to show everyone how much more advanced it is compared to what's currently available.

There is a lot of information on the new laws, procedure and process changes on our website www.sos.wa.gov/corps and if you have additional questions you can reach us at corps@sos.wa.gov, by calling 360-725-0377, or by live chat found on the contact us tab from the website.

the BUZZ

2015 fiscal year statistics:

October 1—
December 31, 2015

New formations/
registrations:

14,993

Total active
businesses:

464,556

Annual reports filed:

90,625

Received mail:

16,273

Phone calls:

36,167

Average time to
answer calls:

2 minutes

HAPPENINGS

GIVESMART!



Charities Outreach & Education Program

The Charities Program has rebranded its outreach & education to donors. Instead of being called "Give Wisely," it is now known as "GiveSmart!" The new GiveSmart! brand features the logos from both the Office of Secretary of State and the Attorney General's Office to highlight the collaboration between the two agencies.

Outreach materials with the new brand have been designed and will soon be available at upcoming events. The Charities Program will be presenting on the GiveSmart! program in February at the Lewis-Mason-Thurston Area Agency on Aging, with another presentation the following week for the Grays Harbor-Pacific Area Agency on Aging. We will also be coordinating with other agencies to cover a number of consumer topics in addition to charities and how to GiveSmart!

To view the new GiveSmart! flyer click [Here](#)

2015 Calendar Year Filing Statistics

Below are the combined numbers for Corporations and Charities Division, calendar year 2015:

New formations/registrations:

63,791

Total active businesses:

464,556

Annual reports filed:

374,658

Received mail:

85,071

Phone calls:

152,665

Average time to answer calls:

2 minutes, 23 seconds



HIGHLIGHTS

2015 Corporations for Communities Awards

**Honoring
Businesses that give
back to the
communities they
serve.**



Representatives from Port Angeles-based **First Federal** and **GlassyBaby** (Seattle) are the two winners of the large-company category. **Heritage Distilling Company** in Gig Harbor and Spokane-based **Peddlers Pond** are the two companies receiving the small-company honors.

"I'm so proud to honor these remarkable and deserving companies with this award," Secretary of State Kim Wyman said. "We are fortunate as a state to have many businesses that help their communities by giving back. It's great to recognize some of our many caring corporations that make a difference."

Six additional companies received honor roll certificates for their community efforts. They include Black Bear Diner restaurants, Toledo Telephone Communication Co., US Martial Arts Center, Seattle-based West Monroe Partners LLC, Windermere Real Estate Services Co. in Camano Island, and Shree Investments, Inc. in George/Moses Lake.

[Corporations for Communities Awards](#)

2015 UBI Agency Tech Summit

Every year the UBI agencies work closer together for common business solutions. In December the Secretary of State, Department of Revenue, Labor and Industries, and Employment Security got together to share information about system development and technology. This meeting was hosted by WaTech and was a great opportunity to share best practices, successes and failures. There was also discussion about seamless service transitions between the agencies to better serve our customers.

Tips & Tidbits

Forms have changed!
If you are still using paper forms, many of them have changed with the new laws. We will accept old and new forms until all updates are completed.

The layout of the download forms and manage a business pages have also been revised.

Foreign entity forms have been consolidated into one section that addresses all foreign entity types. There is also the addition of a Registered Agents section.

In **Manage a Business**, the forms and layout have been updated per entity.

Note: Commercial Registered Agents may not varied mailing addressed. They must all be the same.

Keep up with our website for additional changes as portions of the new laws are implemented.

www.sos.wa/corps

Corporations and Charities System Update

System development is under way and is being conducted by our vendor, PCC Technology.

The first segment of programming to be completed will be the internal staff console. The second segment to be completed will be the administrative interface, reporting and integration points to partner agency DOR. Both the first and second segments are anticipated to progress to user acceptance testing early second quarter 2016. The third and final segment will be the external user interface to be used by the public for viewing of public data and for online filing. The third segment is scheduled to be released in early June for user acceptance testing. A great amount of attention has been given to the external user interface via design of wireframes and multiple prototypes. While it is the last segment to be programmed, it is the most thoughtfully designed and vetted.

Internal staff will leverage user acceptance testing to challenge the system as any user might, ensuring that programming has addressed the variety of user-technology savvy and user needs that the production system will need to support.

The planned go-live date for the new system is early August 2016.

Users will be pleased to learn that with the introduction of the new system, public records on businesses and charitable programs registered with the Office of the Secretary of State are easily accessible and can be downloaded, for free, directly from the website. In addition, when completing filings with the Office of the Secretary of State's Corporations and Charities Division, users will be able to upload previously developed, legal filing documents or, in many instances, use the online interface to create their requested filing document of record on their own via user-friendly, interactive and responsive questionnaires.

This quarterly newsletter from the Secretary of State, Corporations and Charities Division was created to provide general information that may be of interest to businesses, and the organizations that service businesses. It is also a great opportunity to share details of projects and issues being covered by this office.

We will continue delivering this newsletter via email distribution, but will no longer be mailing paper copies.

If you would like to be added to the quarterly distribution or if you have information you wish to submit, please contact:

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